

City of Kirkland
505 Market St., Suite A
Kirkland, WA 98033
www.kirklandwa.gov



Event Interest Form

Sudie Elkayssi
D: 425.587.3347
F: 425.587.3303
selkayssi@kirklandwa.gov

Thank you for your interest in hosting an event in the city of Kirkland! Event Interest Forms will be accepted up to one (1) year in advance. As event dates and space are limited, all requests will be processed on a first-come, first-serve basis.

Applicant Information			
Permit Applicant: (Permits will be issued to this entity)			
Mailing Address:			
City:	State:	Zip:	
Event Organizer Name: (Provide a single point of contact)			
Email:	Phone:	Fax:	
Event Information			
Check one: New Event <input type="checkbox"/> Annual Event <input type="checkbox"/>			
Name of Event:			
Non-Profit Beneficiary:			
Requested Venue(s):			
Requested Event Date:	Event Hours:	AM / PM to	AM / PM
Requested Event Date:	Event Hours:	AM / PM to	AM / PM
Requested Event Date:	Event Hours:	AM / PM to	AM / PM
<i>You may request one (1) additional day for production activities such as setup or strike.</i>			
Requested Production Date:	Hours:	AM / PM to	AM / PM
Will the event be entirely contained within a city park?	YES	NO	
Will merchandise or services be offered for sale or trade?	YES	NO	
Will the event require the presence of off-duty police officers?	YES	NO	NOT SURE
Please provide a brief description and purpose of the event:			

Return completed form to: Sudie Elkayssi
505 Market Street, Suite A
Kirkland, WA 98033

Applicants will be notified within 10 business days regarding the status of their request.

FOR OFFICE USE ONLY		
Interest Form Rec'd:	Event Request:	Notes
	Accepted Denied	